

All Officers of OCD

14 January 1947

Assistant Director for OCD

Washington Political Contacts

25X1A

1. It has come to the Director's attention that periodically political representatives in Washington will phone individuals within CIG with whom they are personally acquainted and ask for information relative CIG or for some services from CIG. Any personal promises given on such calls become a CIG responsibility for fulfillment, and if not promptly and fully carried out, may reflect inadvertently upon the Director and his staff. In order to prevent such repercussions it is directed that any person receiving calls for such information or services shall refer the political representative, whom ever he may be, to the CIG, Legal Liaison Officer, Mr. Pforzheimer, telephone [REDACTED]. For the protection of the individual concerned, it is desirable that a written memo be prepared describing the contact and the subject discussed. This memo should be forwarded to Mr. Pforzheimer and a copy retained by the individual contacted.

"Signed"

C. E. OLSEN
Captain, U. S. N.
Assistant Director for
Collection and Dissemination

COPY FOR MR PFORZHEIMER: